

Missouri Assistive Technology

Assistive Technology Request (ATR) 2016-17

Application Instructions

Missouri Assistive Technology's Assistive Technology Request (ATR) program provides school districts with assistance in procuring appropriate assistive technology required for students with disabilities in grades K-12. Assistive Technology must be documented in the IEP.

Equipment Criteria:

Eligible assistive technology includes adaptive devices and systems identified as necessary for delivery of an appropriate program for IDEA students. The assistive technology must be identified in a student's IEP.

Some examples include but are not limited to the following:

- Electronic enlarging devices/software and Braille and tactile graphic embossers
- Reading systems which may include scanner, reading software and computer
- Personal assistive listening systems (FM)
- Sound field assistive listening systems
- Augmentative communication devices
- Alternative keyboards, pointing devices, and speech recognition
- Electronic note takers (Braille Lite, Type N Speak, etc.)
- Tablets, computers and laptops that have been identified as assistive technology.

Instructional/educational software and therapeutic equipment, along with items that are typically used with multiple students, are NOT eligible for reimbursement.

Districts are encouraged to submit paid invoices with the application; however, districts can submit applications for prior approval of equipment.

Districts are responsible for timely acquisition of assistive technology identified in the IEP. Missouri Assistive Technology (MoAT) is not responsible for equipment purchase delays as a result of the application process.

Eligible products must cost between \$500 and \$5,000 per student.

Costs eligible for reimbursement are limited to the equipment costs only. Maintenance agreements, shipping and handling **are not** reimbursable.

Applications can include bundled items: Each individual item does not need to reach the \$500 threshold so long as the items are related and are integral to the purpose and operation of the system and ordered as a bundle that is \$500 or more.

Application Checklist:

- ☐ Complete Application (fill in every box).
- ☐ Itemized price list. (shipping and warranties are not reimbursable)
- ☐ Send one or two pages from the IEP that supports the use of assistive technology by name or description.
- ☐ Invoices can be submitted at the time of the application but are not required. Submitting invoices at the time of the application will speed up the reimbursement process.

After submitting an application, you will receive an e-mail with an approved amount. The actual amount reimbursed will be contingent on the actual amount paid supported by paid invoices that are submitted to MoAT.

Applications may take up to six weeks for approval. Missouri Assistive Technology may contact the applicant if additional information is needed.

Reimbursement:

MoAT does not send a check. Reimbursement comes from DESE as a line item AT reimbursement.

Post Assistive Technology Request Follow-Up:

Districts funded through ATR are required to participate in a follow-up survey related to the student and devices purchased or provided. The purpose of the survey is to help determine the overall effectiveness of the program, as well as to help determine the educational outcomes achieved through the incorporation of assistive technology into the student's education. **In addition, MoAT may request a written summary of student success including pictures. MoAT photo release forms will be provided.**

Students Who Relocate or Transition after Grant Award:

Due to the fact that the funds used to support this program are federal IDEA dollars, the Education Department General Administrative Regulations (EDGAR) apply to ownership. If a student for whom a device has been purchased under this program moves to a different school within Missouri, provisions compatible with EDGAR should be worked out between the districts to assure that the device continues to be used and the student benefits. If the device can no longer be used by the district with other students, the device must be relinquished back to MoAT ATR. Please contact Missouri Assistive Technology should this occur.

Districts are strongly encouraged to transition all equipment to a post secondary setting. Please contact MoAT for assistance.

Please remember that failure to receive funding or equipment through this program does not remove a school district's legal obligations under IDEA to provide students' with assistive technology for a free appropriate public education.

Questions:

Do you have questions about the ATR program or are you looking for resources to help determine which assistive technology options might be the most appropriate for a student? Contact John Effinger at Missouri Assistive Technology at john.effinger@att.net or call 816-655-6709.

MoAT ATR Application Instructions:

All fields must be filled out in. Incomplete applications will be returned. Please contact John Effinger at Missouri Assistive Technology for additional guidance: john.effinger@att.net or 816-655-6709.

1. Identify the school where the equipment will be located and the name of the school district.
2. Date of application.
3. The **contact person for a school** must be an individual who has frequent contact with the student for whom an application is submitted. This individual must have firsthand knowledge of the student's disability and reasons for needing the assistive technology requested. In most instances, special education teachers and directors, therapists and related personnel will fall into this category.
4. District Code (six numbers)
5. Address of the school where the equipment will be located.
6. City and Zip of where the equipment is located.
7. County of where the equipment is located.
8. Phone number and e-mail address of contact person identified in #3.
9. Student name
10. Date of birth of student
11. Student MOSIS number (10 numbers)
12. Please indicate primary disability. This is used for federal reporting. Pick one.
13. **Device trial or evaluation is required.**
14. Attach an Itemized price list. Packets will be return for incomplete information.
15. Include a page of IEP that identifies the technology being requested. It does not have to state the technology by name. It can be descriptive (i.e. speech to text; communication device; low vision device etc.). Grants submitted with IEP documentation that does not identify assistive technology will be denied. DO NOT SUBMITT AN ENTIRE COPY OF THE I.E.P.